

Annex III

RECOMMENDED PROCEDURES

B. Requirements Branch

1. Guide-Type Requirements

The Chief, with the assistance of the three program officers (who will perform their major program work concurrently such as the Moscow Travel Folder, SOVMAT, etc.) will review existing guides, draft new overall guides to cover ORR needs and coordinate with ORR branches and divisions, other CIA components, and with the LIC Subcommittee on Requirements and Facilities for Collection through the Chief, St/C. This group will make periodic studies of returns based on these requirements. The Chief, Requirements Branch, will maintain continuing liaison with collectors, both CIA and external for purposes of revision and improvement of requirements.

2. Specific Requirements

a. Requests for Requirements

Requests for specific requirements will be received by the Branch Secretary immediately after logging by Control Branch. She will prepare (1) a case folder with a colored tab according to source of request (OG-yellow, SOVMAT-blue, etc.), and enter on the tab the ORR control number, and place the request in the folder; (2) a 5 x 8 card colored to correspond to the tab, which will be known as a "category" card. She will leave blank the tab on the card which will be filled in by the Requirements analyst (rubber, steel, etc.). She will enter the ORR control number, case number (if any), date of request, date received, Requirements analyst to handle, and the deadline date. (This card will eliminate the necessity for a "Memorandum for the Record" and will enable the Branch at any time to make studies as to total requirements issued on any given category, total requirements issued to any one collector, and will serve as a cross reference to the case file). The Secretary will hand the case folder with card attached to the cognizant Requirements analyst.

The Requirements analyst will draft a requirement (all Requirements analysts should be trained to draft an initial requirement for submission to ORR analysts) and carry out the present system of obtaining requirements from appropriate branches. He will keep a complete record of all actions (including "No Requirements") on the Category card and place the

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case folder with card attached in a chronological suspense file until the completed requirement is issued to the collector.

The Secretary will pull each day all case folders in suspense for that day and call the ORR components indicated on the card as having requirements due.

The Secretary will take the completed case, check for complete entries on the card, file the case folder by ORR control number, and the card by category.

b. Replies to Requirements

Replies to specific requirements will be received by the Branch Secretary who will associate the case folder and category card with the reply and give to the cognizant Requirements analyst.

The analyst will read the reply, enter on the card its receipt, an evaluation of its fulfillment of the requirement, and the routing he assigns within ORR. He will send the reply to Control Branch for dissemination as indicated by him, and return the case folder and card to the Secretary for filing.

3. Spontaneous Requirements

Case folders and category cards will be maintained in the same manner as outlined in 2. above and replies will be processed in the same manner.

4. Requests for Evaluations; and Priority Material.

The Assistant Chief will receive this material immediately after logging by the Control Branch, will scan it to determine the Requirements analyst to handle, and pass it on immediately to appropriate analysts, who will read and route on priority basis, and return to Control Branch for log entry of routing, and dissemination. The analysts will not be required to keep any records or due dates on evaluations as this will be shown on the card record in the Control Branch and follow-up calls will be made by the appropriate clerk in the Control Branch.

5. Incoming Documents for Routine Routing.

These documents will rest in Control Branch files until Requirements analysts are ready to read and route them. Analysts will go to Control Branch and request a supply of documents from the file clerks. The file clerks will pull the oldest cases chronologically from the files and the analyst will scan them briefly to select those documents which appear to be within his area. He will follow the present procedure for reading and routing, and return the case to Control Branch for dissemination.

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